

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

Revised
Attachments

79

June 22, 2004

FROM: JAMES A. FELTEN, Public Health Director
Department of Public Health

SUBJECT: CLASSIFICATION ACTIONS

RECOMMENDATIONS:

1. Approve Employment Contract with Virginia Hastings to provide services as Inland Counties Emergency Medical Agency (ICEMA) Executive Director commencing June 26, 2004 for the amount of \$85,663 for the first year plus Exempt C benefits.
2. Delete position #10492, Public Health Manager, Management Unit RXN (\$54,808 - \$81,203), when vacant.
3. Authorize the addition of one (1) new position classified to Public Health Program Coordinator, Supervisory Unit, R63 (\$54,808 - \$70,013).

BACKGROUND INFORMATION: Approval of this item establishes an Executive Director "contract" position that will assume all management and oversight activities for ICEMA. A thorough recruitment was conducted for the Executive Director, resulting in a candidate with extensive knowledge and experience in Emergency Medical Services (EMS) management. Ms. Hastings has over 28 years experience, with her last ten years as Director of the Los Angeles County EMS Agency. This contract renews automatically but can be terminated by either party with a thirty day notice.

Recommendations #2 and #3 eliminate the current program manager position, when vacant, and add a coordinator position that will help oversee the entire program and the newly created performance contracts. The PH Program Coordinator position will not be filled until the PH Program Manager position has been vacated.

ICEMA is the local EMS Agency for the three county area of San Bernardino, Inyo and Mono Counties. The specific functions of ICEMA are under a Joint Powers Agreement (JPA) between the three member counties. Under the Health and Safety code, ICEMA as the local EMS agency, is responsible for:

- The implementation of advanced life support and limited advance life support systems.
- The monitoring of training programs.
- The responsibility for determining the operation of training programs at the EMT-I, EMT-II, and EMT-P are in compliance with Health and Safety Codes.

The ICEMA Executive Director position requested in this item will be responsible for the daily operation and activities of ICEMA. ***The position will report directly to the Board of Supervisors who acts as the Governing Board of ICEMA on the administrative activities of ICEMA.*** As required in the Health and Safety code, the Executive Director will report to the Health Officer for medical issues that required a professional medical judgment.

Page 1 of 2

Record of Action of the Board of Supervisors

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Attachments

79

**BOARD OF SUPERVISORS
CLASSIFICATION ACTIONS
June 22, 2004
Page 2 of 2**

79

REVIEW AND APPROVAL BY OTHERS: The proposed action has been reviewed by Human Resources (Linda Matthews, Classification Manager, 387-5904) on June 14, 2004; County Counsel (Jean-Rene Basle, Deputy County Counsel, 387-5477) on June 14, 2004; and the County Administrative Office (Beatriz Valdez, Administrative Analyst, 388-0211) on June 15, 2004.

FINANCIAL IMPACT: The full year additional cost of \$97,200 for these changes will be funded primarily by the administrative reimbursement for the Performance Based Contracts. These changes have been included in the Department's proposed FY 2004-05 Budget.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and recommends approval, as it will impose no local cost and is necessary for the daily operations of ICEMA.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: James A. Felten, Public Health Director, (909) 387-9146

79